

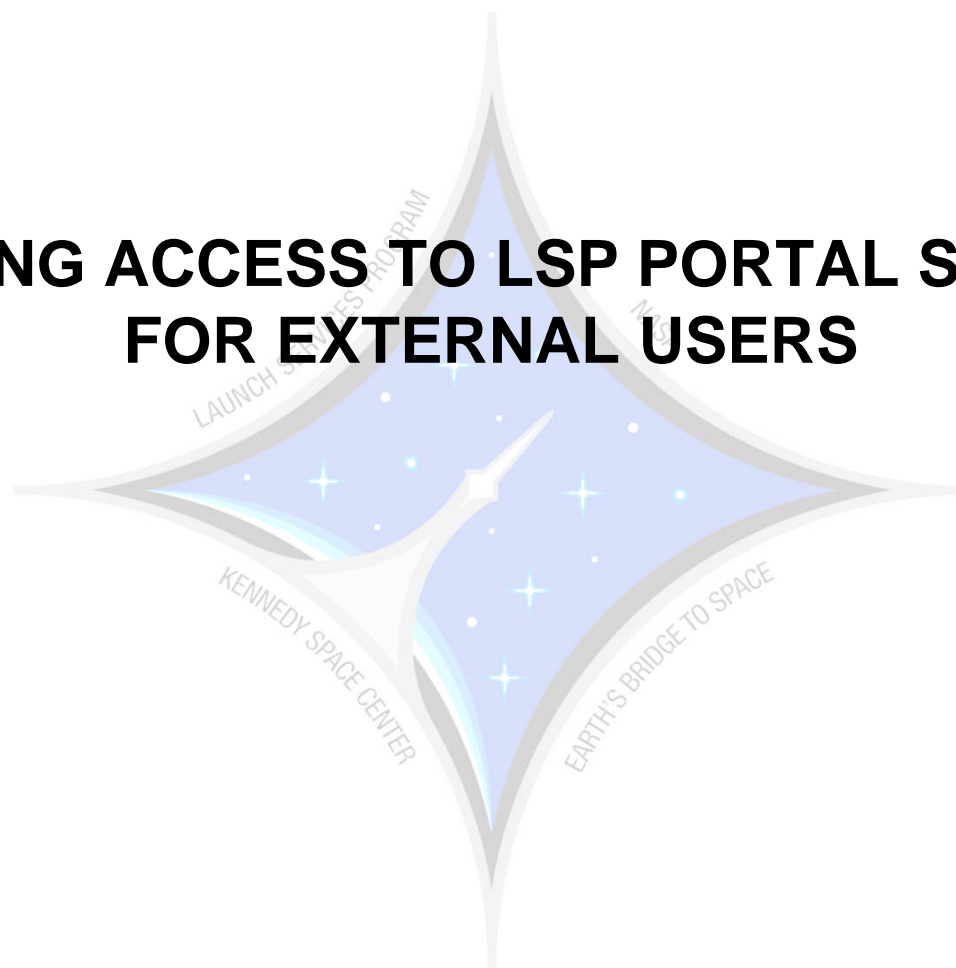


JOHN F. KENNEDY SPACE CENTER



LAUNCH SERVICES PROGRAM

GETTING ACCESS TO LSP PORTAL SERVER FOR EXTERNAL USERS



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Revision 12.10.2012



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Step 1: Register on Portal



- Register on <https://elvprogram.ksc.nasa.gov>
 - Click on REGISTER tab
 - Select NO if you do not already have a NASA domain account.

KSC LSP PORTAL

PORTAL REGISTER

Login

Warning! This US Government computer is for authorized users only. By accessing this system you are consenting to complete monitoring with no expectation of privacy. Unauthorized access or use may subject you to disciplinary action and criminal prosecution.

LOGIN

Registration

Please provide the information requested. Note that items with an asterisk (*) are required.

Preregistration Question

Does the user to be registered have an NDC Account? *

YES NO

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Step 1: Register on Portal (continued)



- Enter all the required information (with red asterisks).
 - Email ELVIS IT if you have any questions or problems.

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Step 2: Submit Identity information



- You will get 2 emails from Identity Manager @ NASA.gov
 - One is instructions and the second is your passphrase.
 - Click on link.

IdMAX.nasa.gov Identity Manager@nasa.gov 3:56 PM (2 minutes ago) ☆ ↶ ↷

to me ▾

Jennifer-jane F. Ickes, (ldmaxuser.test@lists.nasa.gov), has requested that you, Gavin R. Ickes, receive a NASA "identity" for NASA location: MSFC. This identity is a prerequisite to IT computer and/or physical access at NASA.

This is the first e-mail in a series of two. You should receive a second email that will provide you with a unique pass phrase for accessing the NASA Identity Invitation Web site. If you do not receive the email with the pass phrase, contact Jennifer-jane F. Ickes to submit an updated invitation.

After receiving the pass phrase, please follow the steps below for efficient processing of your request. Ensure that you complete these steps before this invitation expires on 09/24/2012.

Step 1:

After receiving the pass phrase, please click on the following link, [NASA Identity Invitation](#), to access your unique invitation. To sign in, you must:

- Have **Javascript Enabled** in your web browser (Internet Explorer, Firefox) as this is a Javascript enabled website. This website is accessible via a computer only.
- Enter the **pass phrase** received from the second email.
- Select the radio button indicating that you have read the **Terms of Service**.
- Select the radio button to determine your **citizenship type**.
 - If you are a United States citizen or a Naturalized United States citizen, select "I am a US or Naturalized US Citizen." button.
 - If you are a Lawful Permanent Resident of the United States, select "I am a Lawful Permanent US Resident." button.
 - If you are not a United States citizen (e.g. Foreign National), select "I am NOT a United States Citizen." button.
- Click the **Sign In** button.

NOTE: Have the following information available before accessing the Web site:

- Social Security Number (required if United States citizen, Naturalized US citizen, or Lawful Permanent US Resident)
- Country/State/City of Birth
- Legal Identification (e.g. Driver's License, Passport, State Id Number, Naturalization Number, Permanent Resident Alien Number, etc. if United States citizen, Naturalized US citizen, or Lawful Permanent US Resident)
- VISA Information (required for Non United States citizens).

(Accessing this site before receiving your unique pass phrase can result in your invitation being canceled.)



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Step 2: Submit Identity Information (continued)



- **Sign in with pass phrase, identity citizenship, and agree to Terms of Service. Sign in button will automatically appear.**

NASA Identity Invitation

Login

*Passphrase:

*Citizenship:

- ☒ I am a US or Naturalized US Citizen.
- ☐ I am a Lawful Permanent US Resident.
- ☐ I am NOT a United States Citizen.

☐ *I have read and agree with the Terms of Service

Terms:

Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Federal law; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording and I

Sign-in

Website Owner: Sharon Ing
Curator: IdMax Project Team
Privacy Policy
Need Help? Call (866) 419-6297



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Step 2: Submit Identity Information (continued)



- **Submit required identity information. You will need an SSN and another government issued form of identification. Complete all pages.**
 - This is a secure server operated by NASA with full IT security certification.

NASA Identity Invitation - Enter Personal Information

Step 1: Identity Information | Step 2: Residential Information | Step 3: Identification Information | Step 4: Naturalization Information | Final Step: Existing Smartcard Information

Identity Information

Salutation: Mrs.

*Legal First Name: Gavin

Legal Middle Name: Robert-William

*Legal Last Name: Ickes

Legal Suffix: Jr.

*Birth Date (mm/dd/yyyy): 09/22/2002

*Birth Country: UNITED STATES

*Birth City:

*Birth State:

*Citizenship Country: UNITED STATES

Dual Citizenship Country:

*Social Security #:

*Confirm Social Security #:

All form fields denoted by * are required.

[Next](#)

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Step 2: Submit Identity Information (continued)



- **You will get an email once your Identity is enabled outlining the next steps that need to be completed.**

First Name, Lastname now has NASA IT access.

Please advise this user to take the following steps:

1. Visit the [NASA Access Launchpad](http://launchpad.nasa.gov) at <http://launchpad.nasa.gov> to find his/her Agency User ID, create a Launchpad password, and answer the IT security questions.
2. Next, activate his/her [SATERN](http://saturn.nasa.gov) account by going to <http://saturn.nasa.gov> and click the "SATERN Learner Account Validation" in the "How do I ?" section. This step may need to be completed one day after step one.
3. Once his/her [SATERN](http://saturn.nasa.gov) account is activated (within one to two days), enter his/her Agency User ID and Launchpad password to log into [SATERN](http://saturn.nasa.gov) (<http://saturn.nasa.gov>), and complete the NASA IT Security Training course on his/her Learning Plan entitled "Introduction to Information Security for New Employees." or "FY 2012 Annual Information Security Training".

These steps are best completed before the entry date, if at all possible. Once the user has completed these steps, Basic IT services, (e.g., computer access and email), and any additional accounts required may be requested in the [Identity Management and Account Exchange \(IdMAX\) system](https://idmax.nasa.gov/idm/user/login.jsp), available at <https://idmax.nasa.gov/idm/user/login.jsp>.

Note: Physical Access to NASA facilities will be approved separately through the center's badging office.

Additional information about this request:

Applicant Name:	Firstname Last name
Applicant Account ID:	123456789
Requester:	Requester Name
Center:	Center
Employer:	Company
Contract Number:	123456789

This is an automatic system notification. Please do not reply to it.

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Step 3: Active Launchpad Account



- Visit Access Launchpad at <https://launchpad.nasa.gov>.
- Click “Create My Profile” under the “First-Time User” header

The screenshot shows the 'Access Launchpad' website interface. At the top, there is a NASA logo and the text 'Access Launchpad' and 'Office of the Chief Information Officer'. Below this, there are two main sections: 'Returning User' and 'First-Time User'. The 'Returning User' section has a 'Login:' header and two options: 'Smartcard Login' and 'RSA Login'. The 'First-Time User' section has a paragraph explaining that a profile allows access to certain NASA applications and that users should click the 'Create My Profile' button. The 'Create My Profile' button is highlighted with a yellow oval. Below the 'First-Time User' section, there is a red box with a disclaimer: 'This is a US Government computer. This system is for authorized users only. By accessing and using this computer system, you are consenting to full system monitoring of your process -- including keystrokes. Be forewarned that unauthorized use of, or access to this computer system may subject you to disciplinary action and/or criminal prosecution.' At the bottom, there is a footer with 'Website Owner: Nikki Miller', 'Curator: Launchpad Team', 'Privacy Policy', 'Need Help? Call 1-866-419-5297', and 'Want to Integrate? (Internal NASA only)'.



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Step 3: Active Launchpad Account (Continued)



- Enter your first name, last name, and date of birth.

Access Launchpad: Create My Profile Office of the Chief Information Officer

Step 1 Identify yourself Step 2 Generate temporary password Step 3 Create new password Step 4 Answer security questions

Step 1: Identify Yourself

First Name:

Last Name:

Date of Birth: MM DD YYYY

Email Address (optional):

Back Next

Tips

- Responses are not case sensitive.
- For the email address make sure that you enter an email address **known to NASA**.

Website Owner: Nikki Miller
Curator: [Launchpad Team](#)
[Privacy Policy](#)
Need Help? Call 1-866-419-6297
[Want to Integrate? \(Internal NASA only\)](#)

Note: The email address is optional and will need to match the email address you provided your Personally Identifiable Information (PII) when your NASA identity was created.

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Step 3: Active Launchpad Account (Continued)



- Confirm that your personal information is correct and request a temporary password



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Step 3: Active Launchpad Account (Continued)



- Retrieve your temporary password from your e-mail inbox and create a new password. (Note the password requirements and new NASA agency user ID -- AUID)

Access Launchpad: Create My Profile

This is the Test instance of the Access Launchpad.

Step 1 Identify yourself Step 2 Generate temporary password **Step 3 Create new password** Step 4 Answer security questions

Step 3: Create New Password

You're almost done!

Check your e-mail and enter your temporary password below.

Agency User ID: mstester

Temporary Password: (retrieve from email)

Please enter a new password below:

New Password: [Password strength](#)

Confirm New Password:

[Back](#) [Next](#)

Tips

- If you still have not received the email after 15 minutes, call 1-866-419-6297.
- You may need to check your spam folder for your temporary password email.
- Your password must be at least 12 characters long and not be one of your previous 24.
- And must satisfy 3 out of the following 4 requirements:
 - At least one upper case character
 - At least one lower case character
 - At least one number
 - At least one special character (e.g. \$, !, #, *, @, %)
- Password strength is evaluated as follows:
 - Too Short -- length is less than 12
 - Weak -- requirements not met
 - Strong -- good to go!

Website Owner: Nikki Miller
Curator: Launchpad Team

[Privacy Policy](#)

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[Want to Integrate? \(Internal NASA only\)](#)

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Step 3: Active Launchpad Account (Continued)



- Answer ALL of the security questions to reset your password or manage your profile in future.
- When all of the answers have been completed, click the 'Save Answers' button to complete your profile.

Access Launchpad: Create My Profile Office of the Chief Information Officer

Step 1 Identify yourself Step 2 Generate temporary password Step 3 Create new password Step 4 Answer security questions

Step 4: Answer Security Questions

In order to verify your identity in the future, please provide answers to all of the security questions.

You will see a set of security questions in this section. For security purposes, those questions are not displayed in this guide.

? COMPLETED ANSWER 1
? COMPLETED ANSWER 2
? COMPLETED ANSWER 3
? COMPLETED ANSWER 4
? COMPLETED ANSWER 5
? COMPLETED ANSWER 6
? COMPLETED ANSWER 7

Tips

- Please answer ALL security questions.
- Choose short, one or two word answers.
- Answers are NOT case-sensitive.
- Leading and trailing spaces will be trimmed from all answers.
- Remember your answers, you will need them to reset your password in the future.

◀ Back Save Answers ▶

Website Owner: Nikki Miller
Curator: Launchpad Team
Privacy Policy
Need Help? Call 1-866-419-6297
Want to Integrate? (Internal NASA only)



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Step 3: Active Launchpad Account (Continued)



- Your NASA profile is complete but your account is not yet active.

Access Launchpad: Create My Profile Office of the Chief Information Officer

Step 1 Identify yourself

Step 2 Generate temporary password

Step 3 Create new password

Step 4 Answer security questions

Congratulations, Firstname Last!
Your profile has been created.

You are logged in and may now use your account. Click "Manage My Profile" to review your information.

Manage My Profile

Log Out

Website Owner: Nikki Miller
Curator: [Launchpad Team](#)

[Privacy Policy](#)

Need Help? Call 1-866-419-6297
[Want to Integrate? \(Internal NASA only\)](#)



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Step 4: Activate SATERN Account



- Visit <https://satern.nasa.gov>
- Click on SATERN Learner Account Validation link

The screenshot shows the SATERN website interface. At the top, there is a NASA logo and the text 'SATERN System for Administration, Training, and Educational Resources for NASA'. Below this is a navigation bar with links: Home, IDP Information, Online Learning, Frequently Asked Questions, Resources, and Key Contacts. The main content area features a large banner with the text 'New Design Enhanced Search Improved Navigation Mobile Learning'. To the right of the banner is a prominent red button labeled 'Log Into SATERN'. Below the banner, there is a section titled 'Welcome to SATERN' with links to 'Individual Development Plans', 'Online Learning', 'Frequently Asked Questions', and 'Resources'. On the left side, there is a 'SATERN News' section with links to 'SATERN Overview', 'SATERN Upgrade is Live!', and 'Mobile Access to Resources in SATERN (MARS) Toolkit'. On the right side, there is an 'Additional Information' section with links to 'New to SATERN?', 'Disable Pop-Up Blocker', 'System Settings', 'Access Launchpad', 'SATERN Help', and 'NASA Privacy Statement'. A red arrow points to the 'SATERN Learner Account Validation' link in the 'Additional Information' section.

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Step 4: Activate SATERN Account (continued)



- Enter your Agency User ID (from Launchpad) and click Submit
- Follow the steps to activate your SATERN account
 - Note: It will take one business day to activate your SATERN account

NASA National Aeronautics and Space Administration
NASA SHARED SERVICES CENTER

NSSC Contact Information
Phone: 1-877-677-2123 (1-877-NSSC123)
Fax: 1-866-779-6772 (1-866-779-NSSC)

nssc
Customer Service Web

Search Go

Home | Travel | IT Services | Accounting Services | Training/Conferences | Retirement & Benefits | Employee Services | Procurement Services

NSSC Customer Service Web > Training/Conferences > SATERN Learner Account Validation

SATERN Learner Account Validation

Welcome to the SATERN Learner Account Validation Site!

New SATERN accounts are created automatically after a new employee is assigned a NASA Universal Uniform Personal Identification Code (UUPIC) and an ENABLED NASA Identity in the NASA Enterprise Directory.

SATERN accounts are created initially in an INACTIVE state and must be activated prior to use.

First Time SATERN Users must use this site to schedule their account to be set to an ACTIVE status.

Non-First Time Users may also use this site to validate their current SATERN account readiness and to schedule the re-activation of their account in certain situations.

To schedule the activation of your SATERN account or to validate your current account readiness:

Please enter your NASA Agency User ID (AUID):

Submit Reset

I Don't Know My Agency User ID

Need to download Adobe Reader?

Page Editor: NSSC Web Development Team
NASA Official: Anita Harrell

Budgets, Strategic Plans and Accountability Reports
Equal Employment Opportunity Data
Posted Pursuant to the No Fear Act
Information Dissemination Policies and Inventories

Freedom of Information Act
Privacy Policy & Important Notices
NASA Advisory Council
Inspector General Hotline
Office of the Inspector General
NASA Communications Policy

Contact NSSC
Site Map
USA.gov
ExpendMore.gov
Open Government at NASA
Help and Preferences

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Step 5: Complete Basic IT Security training



- Launch your internet browser and go to <https://satern.nasa.gov>
- Click on 'Log into SATERN' button



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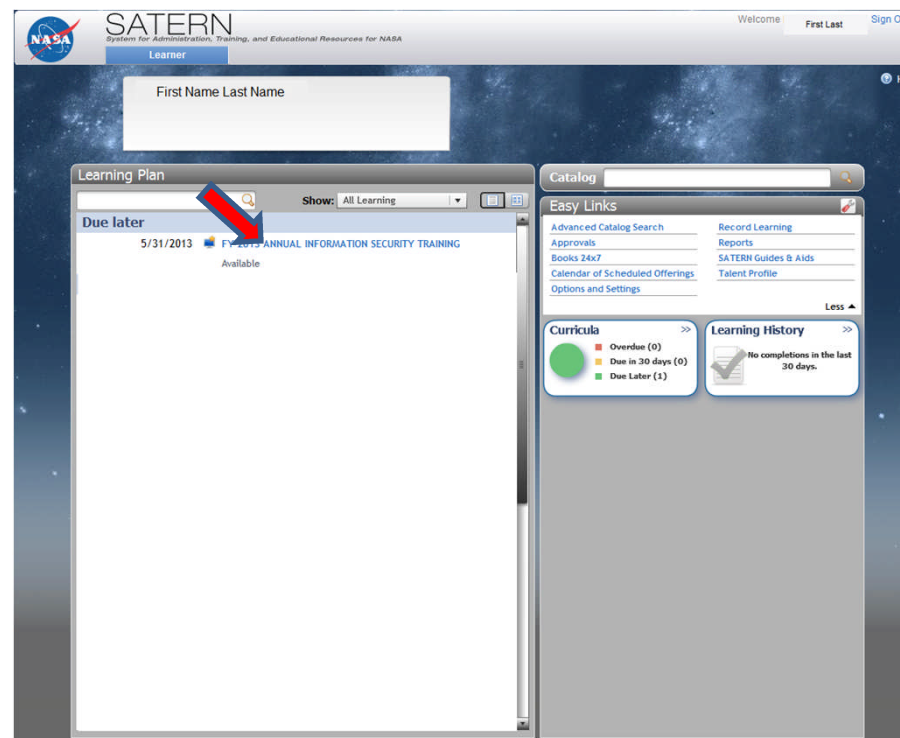


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Step 5: Complete Basic IT Security training (continued)



- Launch FY2013 Annual Information Security Training from your Learning Plan. All authenticated users of federal servers are required to have basic IT security training.
- Notify ELVISWeb (KSC-ElvisWeb@mail.nasa.gov) once complete



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Step 6: Log into Portal



- Once you receive notification from IdMAX that your account has been created, log in at <https://elvprogram.ksc.nasa.gov>. Press the LOGIN button then enter NDC\ and your username in the first text box.

The screenshot shows the KSC LSP Portal interface. The main header includes the NASA logo and the text "KSC LSP PORTAL". Below the header, there are tabs for "PORTAL" and "REGISTER". The main content area is divided into several sections: "Login", "Payload Customer Information", "Launch Services Program", and "News". The "Login" section contains a warning message and a "LOGIN" button. The "Payload Customer Information" section lists various links for planning, flight projects, and mission analysis. The "Launch Services Program" section lists links for data management, SharePoint, and data catalogs. The "News" section features a red star icon and the text "ELVIS IT HEADLINE". An "Authentication Required" dialog box is overlaid on the page, prompting the user to enter a username and password for the URL https://elvprogram.ksc.nasa.gov. A red arrow points to the "LOGIN" button, and another red arrow points to the "User Name" input field in the dialog box.

KSC LSP PORTAL

PORTAL REGISTER

Login

Warning! This US Government computer is for authorized users only. By accessing this system you are consenting to complete monitoring with no expectation of privacy. Unauthorized access or use may subject you to disciplinary action and criminal prosecution.

LOGIN

Payload Customer Information

- [Info](#) KSC Launch Services Advanced Planning
- [Info](#) LSP Flight Projects
- [Info](#) Launch Services Mission Analysis Performance Tools

Frequently Used Products

- [Info](#) Automated Requirements System
- [Info](#) Frequently Used Products
- [Info](#) Launch Services Link
- [Info](#) Delta Schedules - Info
- [Info](#) Sr. Management Report

Launch Services Program

- [Info](#) Data & Document Management
- [Info](#) SharePoint at LSP
- [Info](#) Electronic SLOSH Data Catalog (ESDC)
- [Info](#) NPR 7120.5E

News

ELVIS IT HEADLINE
Help Desk: 867-...

For Assistance Email ELVIS IT

WARNING - THE INFORMATION PROVIDED ON THIS SITE IS SUBJECT TO EXPORT CONTROLS LAWS. This site contains information subject to International Traffic in Arms Regulations (ITAR) or Export Administration Regulations which may not be exported or disclosed to a foreign national in the United States.

Authentication Required

Enter username and password for https://elvprogram.ksc.nasa.gov

User Name:

Password:

OK Cancel



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Step 7: Change NDC Password every 60 days



- Change password using <https://webmail.nasa.gov>

NOMAD
NASA Operational Messaging and Directory Service

+ Visit NASA.gov
+ NOMAD Information
+ Contact Us

Login to NOMAD Webmail (Outlook Web Access - OWA)

WARNING! This is a U.S. Government Computer

This U.S. Government computer is for authorized users only. By accessing this system, you are consenting to complete monitoring with no expectation of privacy. Unauthorized access or use may subject you to disciplinary action and criminal prosecution.

Enter your domain/username:

Password:

☒ Public or shared computer ☐ Private computer

Public or shared computer:
Select this option if you use Outlook Web Access on a public computer. To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity (15 minutes). If your session ends, refresh your browser, and then log on again.

Private computer:
Select this option if you are the only person who uses this computer. NOMAD will allow a 24 hour period of inactivity before logging you off. **Warning: By selecting this option you acknowledge that the computer complies with NASA security policy.**



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Step 7: Change NDC Password every 60 days (continued)



- Click **CHANGE PASSWORD** button
- Remember to use **NDC** and your username

NASA passwords must:

- Have a minimum of 12 characters
- Contain at least three of the four items:
 - uppercase letters
 - lowercase letters
 - numbers
 - special characters (e.g. \$! @ #)

It is recommended that NASA passwords not:

- Have repeating or consecutive characters
- Contain information about you
- Use words in the dictionary
- Be the same as previous passwords

Passwords can only be changed once every 60 days.

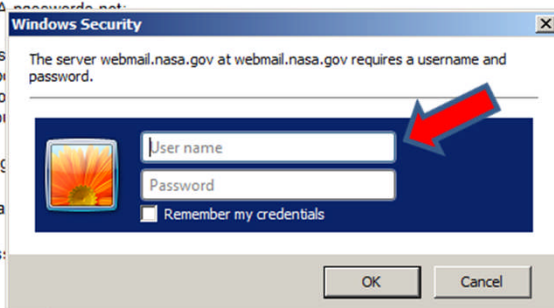
If you need to change your password, please contact the NASA Enterprise Service Desk.

If you have forgotten your password, please contact the NASA Enterprise Service Desk.

Password Change Utility Instructions:

1. Click the Change Password button below.
2. Enter the domain/username (i.e. NDC\jdoe) and your current password on the resulting login window.
3. Click OK.
4. On the new page that appears, enter your current "old" password, new password and confirmation of your new password.
5. Click OK.

This change will be immediate with NOMAD services.





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Step 8: Change Launchpad Password every 60 days



- Visit Access Launchpad at <https://launchpad.nasa.gov>
- Under the “Returning User” header – enter your Agency User ID and Password then Click “Login”

The screenshot shows the 'Access Launchpad' website. At the top, there is a NASA logo and the text 'Access Launchpad' and 'Office of the Chief Information Officer'. Below this, there are two main sections: 'Returning User' and 'First-Time User'. The 'Returning User' section has a 'Login:' header and two login options: 'Smartcard Login' and 'RSA Login'. To the right of these options, there is a yellow oval highlighting the 'Agency User ID (AUID):' and 'Password:' fields, with a 'Login' button below them. The 'First-Time User' section has a 'Create My Profile' button and a 'Frequently Asked Questions' link. At the bottom, there is a red box with a disclaimer: 'This is a US Government computer. This system is for authorized users only. By accessing and using this computer system, you are consenting to full system monitoring of your process -- including keystrokes. Be forewarned that unauthorized use of, or access to this computer system may subject you to disciplinary action and/or criminal prosecution.' The footer contains contact information: 'Website Owner: Nikki Miller, Curator: Launchpad Team', a 'Privacy Policy' link, and 'Need Help? Call 1-866-419-6297, Want to Integrate? (Internal NASA only)'.

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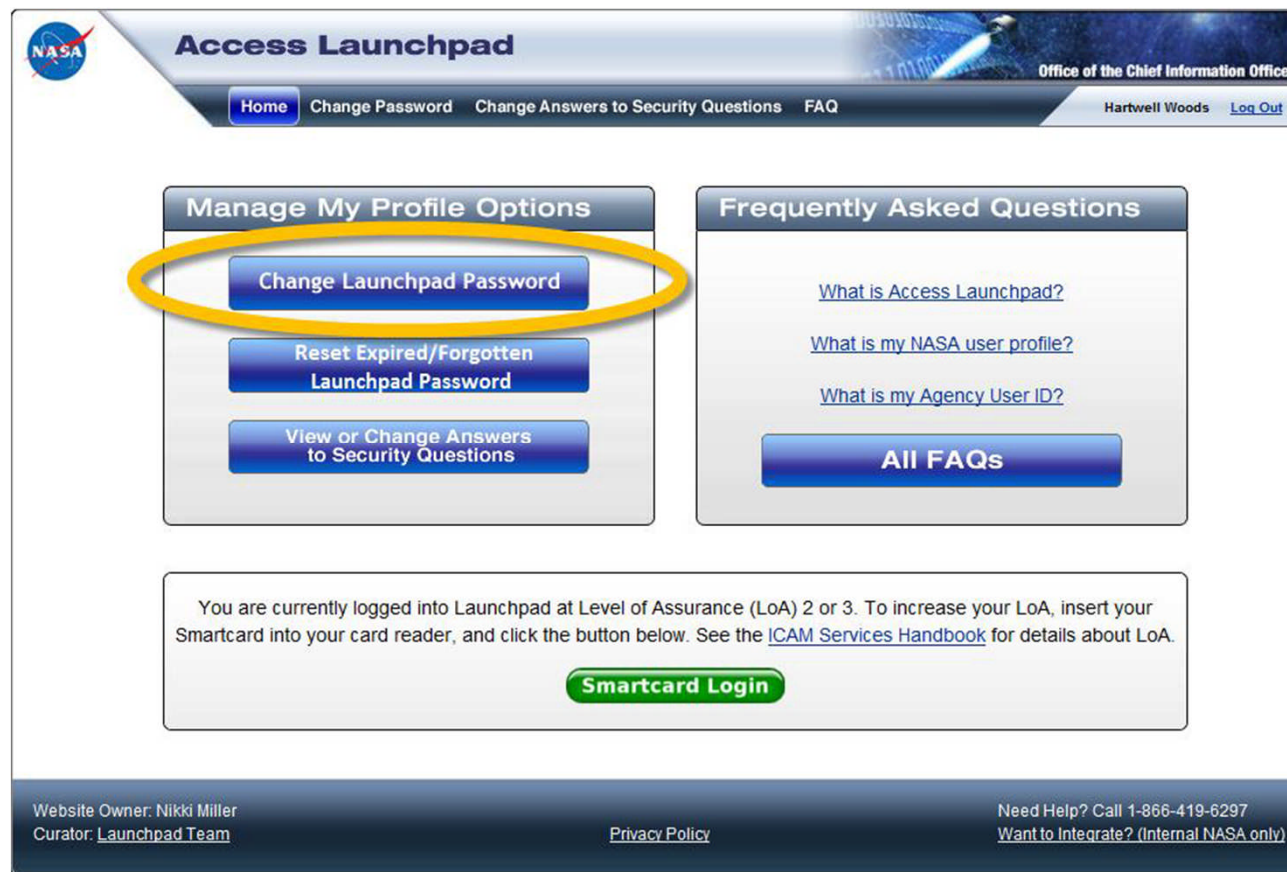


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Step 8: Change Launchpad Password every 60 days (continued)



- Select “Change Launchpad Password” under the “Manage My Profile Options” header





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Step 8: Change Launchpad Password every 60 days (continued)



- You are prompted to enter your current password and create a new password
- Click 'Change Password'

The screenshot shows the 'Access Launchpad' web interface. At the top, there is a NASA logo and the text 'Access Launchpad'. Below this is a navigation bar with links: Home, Change Password (highlighted), Change Answers to Security Questions, and FAQ. On the right side of the navigation bar, it says 'Office of the Chief Information Officer', 'Winston Choy', and a 'Log Out' link. The main content area is titled 'Change Password' and contains three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A red arrow points to the 'Change Password' button. To the right of the input fields is a 'Password strength' link. At the bottom of the form are two buttons: 'Change Password' and 'Cancel'. A 'Tips' box on the right provides password requirements: at least 12 characters long, and must satisfy 3 out of 4 requirements: at least one upper case character, at least one lower case character, at least one number, and at least one special character (e.g., \$, !, #, *, @, %). It also explains that password strength is evaluated as follows: Too Short (length is less than 12), Weak (requirements not met), and Strong (good to go!). The footer contains the website owner (Nikki Miller), curator (Launchpad Team), a privacy policy link, and contact information (Need Help? Call 1-866-419-6297, Want to Integrate? (Internal NASA only)).

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Step 8: Change Launchpad Password every 60 days (continued)



- Finished, Your new password is ready for use.

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